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Report For Week Ending 23 April 1957
From
Records Center

During this week the following accessions were made:

MS	1 Cu. Ft.
OCR	42 " "
OL	11 " "
MEDICAL	1 " "
SECURITY	72 " "
OO	29 " "
COMPT	65 " "
Sub-Total:	<u>221 Cu. Ft.</u>
Finished Intelligence	50 " "
Total:	<u>271 Cu. Ft.</u>

V M Material	633 Cu. Ft.
Records Holdings	21,908 " "
Distribution Material Holdings	10,418 " "
Total:	<u>32,959 Cu. Ft.</u>

Distribution Material Disposed of at Center	37 Cu. Ft.
Distribution Material Transferred from Center	21 " "
Records Disposed of at Center	0
Records Transferred from Center	0
Total:	<u>58 Cu. Ft.</u>

Disposal

A tentative plan of action for the destruction of material in the disposal area has been arranged between the Logistics Office and the Center. The Center will transfer 200 cubic feet of material per week to and it is anticipated that seven weeks will be required to dispose of this material.

The Disposal Branch has identified 85 percent of the records from Logistics Office in accordance with their Records Control Schedule. As yet, no figures are available as to the amount of records that can be destroyed.

Chief, Records Center

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The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	2,022	9,888	11,910
DD/P	2,247	6,483	8,730
DD/S	577	7,283 ✓	7,860
DD/S (Compt.Grilled Area)	338	142 ✓	480
DD/I	384	6,426	6,810
DD/I (Grilled Area)	1,649	2,131	3,780
DCI	37	23	60
Map Negative	<u>645</u>	<u>945</u>	<u>1,590</u>
TOTAL:	7,899	33,321	41,220

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from
FORMS MANAGEMENT BRANCH

1. Contributions:

a. Tangible

- (1) Completed thirty-three actions requiring the printing of 703,902 copies or sets of blank forms. This represents an increase of about 18% in the number of actions and an increase of 511,752 copies compared with last week.
- (2) Eight new and revised forms were approved. One form was obsoleted.
- (3) Stock replenishment requisition received from Logistics for Form 1030 was reduced by 3500 copies because of pending revision.
- (4) Brought OL/SD/SOB/SMS up-to-date on current status of twenty-seven obsolete forms currently carried in their Stock Status Report.
- (5) In a joint evaluation of suggestions 1376, 1847 and 1937, RQM/RC, Cable Sec. and C/RMS recommended an award of \$11,230.00 be made to the four suggesters who proposed major changes in the system, procedures and forms used by CIA to report and disseminate "hot" (significant and timely) positive intelligence information to the intelligence community. Tangible annual savings of over \$150,000 are being realized. Intangible benefits are exceptional and of general application.

b. Intangible

- (1) In cooperation with the OL/SD/SMS made arrangements for an adjusted (increased) stock level on Form 366a. This will provide for a more realistic appraisal of stocking requirements when this form is next reprinted.
- (2) Notified OL/SD of fourteen forms erroneously carrying redesignated numbers in their Stock Status Report.

2. Assignments

a. Active

- (1) Ten new and seven revised forms.
- (2) Three Employee Suggestions.

3. News

- a. The OL/SD has reported that only \$9,298.48 remains on hand for the procurement of forms for the current fiscal year.

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b. Training in Process

- (1) - Conference Leadership.
- (2) - Basic Supervision.

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c.

in setting up a file system in OL.

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RECORDS DISPOSITION BRANCH

Contributions:

Furnished advice and offered suggestions to [] Office of the Cable Secretariat on how to measure and report the accumulation and destruction of records.

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Met with [] DAD/BI to discuss the revision of two items on their records control schedule. In light of their experience since the initial schedule, they propose to reduce the retention period of NIS Manuscripts from 5 years to 6 months after publication. This proposal will have to be processed through National Archives and Congress as they had previously authorized a 5 year retention. Action has been taken to speed this processing in order to obtain legal authorization before Congress recesses.

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[] also stated that he would welcome our assistance in completely revising their records control schedule preferably about August or September this year.

Assignments (Active)

Project 6-40 - Office of Central Reference []

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Schedules are being coordinated with all components of OCR. Project is 75% complete.

Project 6-81 - Office of Logistics []

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Twenty-seven cubic feet of records have been sent to the Records Center for destruction which will be accomplished upon approval of the action by the ARO. As a result of screening several file series, another 5 cubic feet will be retired as soon as possible.

Material is now being collected from employees of the Section, being screened, and will be used to establish the new subject file. [] has been detailed to assist in the establishment of the file.

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Two files series have been discontinued to date. Requirements on one machine listing has been cut to one copy and another listing discontinued entirely.

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Project 6-90- Commercial Staff []

No change from previous report. 25% complete.

News:

There May Be A Fortune In Those Old Files!

A member of the Records Disposition Branch was being assisted by an employee of an Office to screen files and suggested that the old empty envelope be checked. Upon turning it up-side-down and with a little encouragement, out dropped an old, wrinkled, dirty, dollar bill. This old dollar would only have earned a few pennies tied up with many others like it at the bank, but the cost to Uncle Sam for his best protection in a fire-proof, 3-way combination

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NEWS CONTINUED

safe, securely hidden from office employees among 60 pounds of old records was \$37.68, a small fortune. The owner of this dollar (his name appeared on the attached Red Cross Contribution Card dated 1954) could not be contacted, so it has been decided to offer this old piece of paper to the next campaign.



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PROJECTS STAFF

1. Contributions

- a. Completed the filing system project in the Office of the Chief, Graphics Register Division, and in the offices of his two Branch Chiefs. As a result of installing the Agency filing system in these offices and disposing of the equivalent of two drawers of inactive nonrecord material, about 20% more file space was gained in each office. This gain, together with recommended record keeping and records disposition practices, should eliminate the need for additional safe cabinets in the foreseeable future.
- b. Reevaluated Employee Suggestion 2634 pertaining to redesigning Forms 800 and 800a, Smudge Proof Hectograph Master. Recommended its adoption.

2. Assignments Active

- a. Pamphlet "So You Have a Space Problem" - Completed redraft on an 8"x5" basis.
- b. Requisition Review - Reviewed three requisitions for filing equipment. Released two for processing by Supply Division. Referred one for 10 5 dr non safe cabinets [] for review as to need. Office of Personnel initiated the Requisition. 25X1
- c. Office of Security Shelf File - ~~Continued~~ the development of a floor plan for Office of Security. This plan involves about 300,000 security cases. Cooperation has been excellent. 25X1
- d. [] Project - Arranged to have Repository commence work reporting procedure on May 1, 1957. Developed plan in cooperation with Mr. [] to replace safe equipment with non-safe equipment for better floor space utilization. The plan provides for replacing 21 4 drawer safes with 5 dr non-safe cabinets, and 27 Tab Card Safes with Diebold Safety Stack units. This will provide storage for microfilm on hand with allowance for two years of expansion. Consideration is being given to adding 5 drawer units to tab card cabinets to provide additional storage space for tab card files. 25X1
- e. Installation of Filing System in OSI - Installation of filing system in Guided Missiles Division continues. This assignment is approximately 95% complete. Follow ups were made on recently completed file installations in Electronics Division and Applied Science Division.

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3. News

- a. The demand for the handbook "Plain Letters" continues. Sixty-two copies were distributed last week: 25 to the Office of Personnel; 25 to the J Building BSO; and 12 to Real Estate and Construction Division.
- b. Two members of Records Management Staff, four from the EDP Task Force and seven people from other offices attended last weeks IRAC meeting on "Use of Electronic Computers for Processing Data."
- c. Arrangements have been made with DDP/FI for the transfer of six (6) five drawer file cabinets to the repository. This along with two previous actions, will result in the transfer of eighteen (18) five drawer cabinets. 25X1



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